

*Town of Dix 2266 County Road 17 Watkins Glen 535-7973*

**TENT, CANOPY & OTHER MEMBRANE STRUCTURE  
PERMIT APPLICATION**

FOR TENTS IN EXCESS OF 200 SQUARE FEET  
AND CANOPIES IN EXCESS OF 400 SQUARE FEET.

**DEFINITIONS**

**AIR-SUPPORTED STRUCTURE.** A structure wherein the shape of the structure is attained by air pressure and occupants of the structure are within the elevated pressure area.

**CANOPY.** A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

**TENT.** A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

Note: A separate application fee required for each structure.

1. This application is for erection of a (check one) \_\_\_\_\_ Tent \_\_\_ Canopy \_\_\_\_\_ Air-supported structure.  
Size \_\_\_\_\_ by \_\_\_\_\_ equals \_\_\_\_\_ Square Ft.
2. Proposed use of the structure \_\_\_\_\_  
\_\_\_\_\_
3. Expected length of use, from start date \_\_\_\_\_ to end date \_\_\_\_\_
4. Address of the erection site \_\_\_\_\_  
\_\_\_\_\_
5. Submit a plot plan with this application indicating location of this proposed structure in relation to other structures, lot lines, power lines etc. on another sheet of paper.
6. If the occupant load is expected to be 50 or more persons. Submit a floor plan indicating details of the means of egress facilities including exit signs, seating capacity, seating arrangement and location and type of heating equipment, electrical equipment, fire protection equipment and exit signs.
7. Submit copy of the manufacture's setup instructions or setup specifications,
8. Submit a copy of the certificate executed by an approved testing laboratory, certifying that the structure and appurtenances are treated with a flame retardant and meet the flame resistant requirements for the length of the permit.
9. Names and address of the owners of the tent or membrane structure  
\_\_\_\_\_  
\_\_\_\_\_

*Town of Dix 2266 County Road 17 Watkins Glen, NY. 535-7973*

10. Name & cell phone number of contact person on the site \_\_\_\_\_

11. Name address & phone numbers of the individual submitting this application \_\_\_\_\_

12. Name, address & phone numbers of the owner or owners of the property where the structure is to be erected \_\_\_\_\_

13. Submit all that is requested above along with the fee of \$50.00 for each structure to the code enforcement office for review. If all requirements are met, a permit will be issued within 5 working days.

**Applications with incomplete information shall be rejected.**

The NYS codes pertaining to tents and canopies can be found at [townofdix.com] click "Code Officer" and then "NYS Codes" and "Fire Code" and chapter 24 Tents, Canopies and Other Membrane Structures.

Comments:

NAME OF COMPANY THE PERMIT IS FOR: (PLEASE PRINT)

\_\_\_\_\_

PERMIT APPLICANT: (PRINT NAME) I \_\_\_\_\_ affirm  
under penalty of law that all statements made by me on this application are true.

Applicant's signature \_\_\_\_\_

**\*\*\*\*\*DO NOT WRITE BELOW THIS LINE- OFFICIAL USE ONLY\*\*\*\*\***

Official application received by \_\_\_\_\_ Date \_\_\_\_\_